

REQUEST FOR QUOTATIONS:

Quotation Number:	RFQ201904/022
Description:	MOVING OF OFFICE FURNITURE
Bid Closing Date:	24 April 2019 @ 12:00
Compulsory Briefing Session:	N/A
Plant Address:	Delivery will be at ERWAT's Head Office
Contact Person	Thuthula Mpokeli
Contact Number	011 929 7155
Validity period	3 days

BACKGROUND

ERWAT is seeking for assistance in moving office furniture from the old office containers to the new office containers at the Hartebeestfontein Waste Water Care Works (WWCW) plant administration office area.

SCOPE OF WORK

Moving office furniture between the old container offices to the new containers at distances of less than 20m apart.

The scope of work includes the following moving of the following furniture:

- ✚ Desk chairs (x12)
- ✚ Prestige work desk (x9)
- ✚ Office cabinets (x6)
- ✚ Bar fridge (x2)
- ✚ Boxes, Lever arc Files and Documentation
- ✚ Include minor furniture

Qualification criteria:

- Provide prior knowledge of office storage movement (furniture or, documentation movement).
- Provide work/ delivery period once an order number is issued.
- Suppliers should be registered on ERWAT database or /with Central Supplier's Data (CSD).

Quotation Requirements:

Work offered that **DO NOT** comply with the data sheet will not be evaluated. The successful bidder must register on the ERWAT vendors list. Forms to be downloaded from the ERWAT website. Quotation evaluation shall be performed on 80:20 principles (pricing and functionality 80% and BBEE 20%)

Evaluation Criteria followed to evaluate quotations – Preference points system (PPS) as included in the Preferential Procurement Regulations of:

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1 - (Pt - P_{min}/P))$ Where Ps = Points scored for price of bid under consideration. Pt = Rand value of bid under consideration. P min = Rand value of lowest acceptable bid.	Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals. Above points must be added to points scored for price. Only bidder with the highest points scored may be selected.

GENERAL NOTES

- Request for Quotations must be submitted electronically to the following e-mail address: rfq@erwat.co.za
- ERWAT reserves the right not to accept the lowest bid, to award the quote to more than one bidder, to award the quote in part or to not award it at all and bidders will have no claim of any kind in this regard.
- The subject line must only contain the RFQ number and description, quotations that do not follow these conventions will not be considered.
- Quotations that are not received on the specific date and time, will be marked as late responses and such quotations will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid